

**Public Health – Seattle & King County
Environmental Health Division**

**Record Drawing CHECKLIST
ON-SITE SEWAGE SYSTEM (OSS)**

The following checklist is a guide to assist the designer in submitting a complete record drawing. It should not be included with the record drawing submission. A properly prepared record drawing must include applicable items listed below along with any additional details and specifications required by The Code of the King County Board of Health, Title 13. **The designer must insure that all materials and documents submitted are legible and properly collated. A minimum of three complete sets must be submitted.**

SITE ADDRESS: _____

PARCEL NUMBER:

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ITEM(S)	YES	NO
1. The form is complete and submitted in triplicate		
2. All information and data entries are legible		
3. The as-built submission includes a copy of the installation permit		
PLOT PLAN		
4. The recommended scale of 1"=20' is used.		
5. Acceptable scale ratio (i.e. not smaller than 1"=30') The plot plan is presented on paper that is 11" X 17" or smaller		
6. Drawing is oriented with a North direction arrow		
7. The design control point is shown on plan		
8. All wastewater tanks are shown		
9. All tank pump out lids and tank inspection ports are shown		
10. The depth(s) of tank burial is/are shown		
11. All plumbing stub outlets are shown		
12. The plan shows the building sewer line(s) and clean out		
13. Effluent transfer line(s) are shown		
14. Distribution/inspection box is shown		
15. All soil absorption laterals are shown		
16. Permanent visible permanent markers are shown		
17. Length of each drainfield lateral is shown to scale		
18. Width of each drainfield lateral is shown to scale		
19. Total number of lineal feet of laterals specified on drawing		
12. Plan specifies square footage of laterals		
13. Plan includes a dimensioned reserve area		
14. The location of unusual construction features is clearly indicated (e.g. step-down, water/sewer line crossing, interceptor trench)		

	YES	NO
15. Plan shows distance between drainfield laterals and:		
<u>edge of fill soils</u>		
<u>cuts</u>		
<u>banks</u>		
<u>terraces</u>		
<u>foundations</u>		
<u>property lines</u>		
<u>lakes</u>		
<u>streams</u>		
<u>wells or other water source(s)</u>		
<u>water lines</u>		
<u>driveways</u>		
<u>impermeable surfaces</u>		
16. Plot plan shows location & detail of SAS inspection ports		
17. Plot plan shows location and depth of cover material (added after installation)		
18. Pump specifications are provided:		
<u>pump size, manufacturer model</u>		
<u>Pump cycle duration</u>		
<u>Dose in gallons/cycle</u>		
<u>Pump timer settings</u>		
19. Plan shows location, size, shape and placement of all buildings on the site and indicates the number of bedrooms approved (number of bedrooms to be labeled inside the building envelope on the record drawing).		
20. Drawing includes all easements, underground oil storage tanks, utility lines.		
21. Drawing shows all property/boundary lines		
22. Location, direction of flow, and discharge points are shown for all ground and surface water interruption drains and on-site storm water infiltration systems.		
23. Plot plans shows the location of private water supply.		
24. The plot plan indicates the location of the design control point		
25. Record drawing accompanied by a completed OSS owner's operating, maintenance and technical specifications manual.		
26. The owners OSS manual includes:		
<u>System performance specs</u>		
<u>System operating instructions</u>		
<u>System preventive & service schedule</u>		
<u>Make, model and performance specifications of all systems components</u>		
<u>Check list & schedule for routine monitoring inspections effluent sampling and reports</u>		

26. Operational capacity of system is indicated along with documentation describing the waste strength range within which the OSS is designed to operate.		
27. The cover material used conforms with the design specifications, (indicated on the record drawing documents)		
28. Electronic control panel is located on the drawing and complies with line of sight requirements.		
29. Verification of water tight testing for each wastewater tank. Include method of testing and results with designers statement and signature that they were on hand to perform or witness the test results.		
30. Sewage tanks were installed and bedded according to the manufacturer's directions and upon a level, stable base that will not settle. Indicated on record drawing documents		
31. Wastewater tanks are on approved or registered list (indicate approved number on record drawing documents).		
32. Record drawing submission includes copy of recorded notice on title		
33. Other applicable items not listed above		